

5 - PART B CARRIERS

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Introduction

The Part B Carriers subsystem enables you to access administrative information for Medicare carriers and localities. Medicare carriers receive and process claims that are submitted by providers for reimbursement. To assist in this reimbursement, carriers established localities and separate charge districts in a single carrier. This subsystem enables you to produce the name, address, and region for a given Part B carrier as well as the locality name and corresponding code number for each locality in a given Part B carrier.

The information below provides descriptions of the two functions in the Part B Carriers subsystem: *address* and *locality number and name*.

1. Address

This function produces the name, address, and region for any given Part B carrier. You select the carrier number. In addition, the address function provides the status of the carrier (i.e. active) and the last date of activity.

When you access the address option, you can choose to browse the data interactively (on screen), make a hard copy, or download the file. When you produce a hard copy or download, you can select a single carrier or **ALL** carriers.

2. Locality Number and Name

This option produces the locality name and corresponding code number for each locality in a given Part B carrier. You select the carrier number. As in the address option, the system provides the status of the carrier and last date of activity.

When you access locality number and name, you can choose to browse the data interactively, make a hard copy, or download the file. When you produce a hard copy or downloading, you can select a single carrier or **ALL** carriers.

```
-----B E S S-----
OPTION ==> 4

*****
*          PRIMARY OPTION MENU          *
*                                     *
*****

      Enables you to access five major Part B subsystems and several options

1  PHYSICIAN/SUPPLIER DATA           - Part B Data
2  HCPCS SYSTEM                       - HCFA Common Procedure Coding System
3  FOCUSED MEDICAL REVIEW             - Carrier Performance Monitoring
4  PART B CARRIERS                    - Addresses and Locality Designations
5  HCPCS/DIAGNOSIS SUMMARY            - Under Development
6  BESS Data Elements                 - BESS Data Element Definitions
7  WHOAMI                             - Identifies Local Printer ID (Modem Users)
8  PERSONNEL DIRECTORY                - Names, Numbers of Contact Persons
S  SYSTEM INFO                        - Program Function Key Usage
T  TUTORIAL
X  EXIT                               - End

F1 : Help          F3 : Exit
```

Using the Primary Option Menu Screen

OPTION ==> Specifies the subsystem you want to access.

To access the Part B Carriers subsystem,

Type **4**

Press **Enter**

and the system displays the *Carrier Information Screen* with the cursor positioned at the **OPTION ==>** prompt.

Browsing the Part B Carriers Address Function

Use the detailed information in the following section to perform the task listed below.

- ! Locate a carrier address using the browse in the address option. The example provides instructions for browsing the address of the *South Carolina carrier, 00880*.

```
----- B E S S -----
OPTION ==> 1

*****
*          CARRIER INFORMATION          *
*                                          *
*****

1 ADDRESS HISTORY - Before 1/1/1997 - Carriers Name/ Address
2 LOCALITY HISTORY - Before 1/1/1997 - Carriers Locality Designations

3 ADDRESS          - After 12/31/1996 - Carriers Name/ Address
4 LOCALITY NAMES   - After 12/31/1996 - Carriers Locality Designations

F1: Help          F3: Exit
```

Using the Carrier Information Screen

OPTION ==> Specifies the option you want to access.

To access the address option,

Type **I**

Press **Enter**

and the system displays the *Part B Carrier Information Screen* with the cursor positioned at the **OPTION ==>** prompt.

```
----- B E S S -----
OPTION ==> 1

*****
*   PART B CARRIER INFORMATION   *
*   OPTION MENU                   *
*                                 *
*****

1  BROWSE                        - On-line access
2  BATCH PROCESSING              - Extract data and produce hardcopy output

F1: Help      F3: Exit
```

Using the Part B Carrier Information Screen

This screen enables you to select the way you want to receive your requested data.

To select an output option, type the number at the **OPTION ==>** prompt.

The example uses *Browse*.

Type *1*

Press **Enter**

and the system displays the *Part B Carriers Screen* with the cursor positioned at the **CARRIER NUMBER** prompt.

```

      BESS-----PART B CARRIERS-----
                        -----BESS
OPTION ==>

what user selected:

  BROWSE MODE SELECTED FOR          NAME AND ADDRESS (1)
-----
data to be entered:

  ENTER 5 DIGIT CARRIER NUMBER ONLY

      carrier number:          00880

F1: Help          F3: Exit
```

Using the Part B Carriers Screen

This screen enables you to select the carrier for which you want an address.

To select a carrier, type the carrier number at the **CARRIER NUMBER** prompt.

The example uses **00880**.

Type **00880**

Press **Enter**

and the system displays the *BESS Carrier Information File Screen*.

```
-----BESS CARRIER INFORMATION FILE-----ROW 1 TO 7 OF
7
COMMAND ==>

PF KEYS          LAST ACTIVITY DATE - 1092
F1-HELP  F7-UP    ACTIVITY STATUS   - ACTIVE
F3-END   F8-DOWN  CARRIER 00880 SOUTH CAROLINA BC/BS
*****

00880          SOUTH CAROLINA BC/BS
                P.O. BOX 100190
                I-20 AT ALPINE ROAD
                COLUMBUS, S C
                29202

REGION        ATLANTA

*****
```

Using the BESS Carrier Information File Screen

After you submit your selection criteria, the system displays your requested carrier address information.

This screen provides the name, address, region, activity status, and last date of activity for your selected carrier.

Producing a Hard Copy from the Part B Carriers Locality Option

Use the detailed information in the following section to perform the Part B Carriers subsystem task listed below.

- ! Generate a hard copy using the batch option in the locality function. The example provides instructions for producing a hardcopy of locality information for the *Western New York carrier, 00801*.

```
----- B E S S -----
OPTION ==> 2

*****
*          CARRIER INFORMATION          *
*                                          *
*****

1 ADDRESS HISTORY - Before 1/1/1997 - Carriers Name/ Address
2 LOCALITY HISTORY - Before 1/1/1997 - Carriers Locality Designations

3 ADDRESS          - After 12/31/1996 - Carriers Name/ Address
4 LOCALITY NAMES   - After 12/31/1996 - Carriers Locality Designations

F1: Help          F3: Exit
```

Using the Carrier Information Screen

OPTION ==> Specifies the option you want to access.

To access the locality option,

Type **2**

Press **Enter**

and the system displays the *Part B Carrier Information Screen* with the cursor positioned at the **OPTION ==>** prompt.

```
----- B E S S -----
OPTION ==> 2

*****
*   PART B CARRIER INFORMATION   *
*       OPTION MENU               *
*                               *
*****

1  BROWSE                      - On-line access
2  BATCH PROCESSING            - Extract data and produce hardcopy output

F1: Help      F3: Exit
```

Using the Part B Carrier Information Screen

This screen enables you to select the way you want to receive your requested data.

To select an output option, type the number at the **OPTION ==>** prompt.

The example uses *Batch Processing*.

Type **2**

Press **Enter**

and the system displays the *Part B Carriers Screen* with the cursor positioned at the **CARRIER NUMBER** prompt.


```
BESS-----PART B CARRIERS-----BESS
OPTION ==>

what user selected:

  BATCH MODE SELECTED FOR                LOCALITIES (2)

-----
data to be entered:

  ENTER 5 DIGIT CARRIER NUMBER OR BLANK FOR ALL

    carrier number:          00801

F1: Help          F3: Exit
```

Using the Part B Carriers Screen

This screen enables you to select either a single carrier or all carriers for appropriate locality information.

To select a carrier, type the carrier number at the **CARRIER NUMBER** prompt.

To select all carriers, leave the **CARRIER NUMBER** prompt blank.

The example uses *00801*.

Type *00801*

Press **Enter**

and the system displays the *Output Options Screen* with the cursor positioned at the **HCFA ACCOUNT NUMBER** prompt.

```
-----BESS OUTPUT OPTIONS-----
OPTION ==>

ENTER HCFA ACCOUNT NUMBER (11 POSITIONS) ==>

TO PRINT A REPORT, ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW:

1. HIGH SPEED PRINTER (2-DIGIT ID) ==>
2. XEROX PRINTER BINDING CODE ==>
   BN = BOUND  NB = UNBOUND  WH = UNBOUND WITH HOLES

ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ==> 1

3. LOCAL OR PC PRINTER (8-POSITION ID) ==>

TO CREATE A FILE FOR DOWNLOAD, ENTER Y AT OPTION 4:

4. CREATE A FILE FOR DOWNLOAD (Y) ==>

F1: Help          F3: Exit
```

Using the Output Options Screen

This screen explains the procedure for printing a report and creating a file for download. Please note that any file you create for download is saved at the HCFA Data Center (HDC) for 24 hours only. As a BESS user, you can send *any* report *anywhere* at *any time*, but note the explanations below for each print option.

ENTER HCFA ACCOUNT NUMBER (11 POSITIONS):

The HDC requires that you ***must*** enter a valid account number or the account number you used to login to TSO.

TO PRINT A REPORT ENTER OUTPUT INFORMATION FOR 1, 2, OR 3 BELOW

1. HIGH SPEED PRINTER (TWO-DIGIT ID) ==>

(This option specifies the ID used for remote printers and is used almost exclusively by the HCFA Central and Regional Offices.)

2. XEROX PRINTER BINDING CODE ==>

BN = BOUND ND = UNBOUND WH = UNBOUND WITH HOLES

ENTER NUMBER OF COPIES FOR OPTIONS 1 OR 2 ABOVE ==> 1

*(This option applies to HCFA Central Office **only**.)*

3. LOCAL OR PC PRINTER (EIGHT-POSITION ID) ==>

(This option enables you to generate reports at a local or your individual printer.)

TO CREATE A FILE FOR DOWNLOAD, ENTER **Y** AT OPTION 4

4. CREATE A FILE FOR DOWNLOAD (Y) ==>

Enter Y for Yes and this option creates a mirror-image of the hard copy. It is your responsibility to transfer this file to your PC. Remember that the file is housed at the HDC for 24 hours only.

Since the example uses **HARDCOPY**, choose the printer you wish to use and type ***your input***.

Press **Enter**

and the system displays the *** *Screen*.

```
JOB XXXXBESS(JOBXXXXX) SUBMITTED
***
```

This message indicates that your requested hard copy report has been successfully submitted. When

the system displays the *** prompt, press **Enter** to return to the *Part B Carriers Screen*.

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